

# SharePoint Site Administration (1 Day)

Code : SP-101

## About this course

This course will teach the student to learn the first things they need to know about SharePoint Online. You'll learn what SharePoint Online is, how people are using SharePoint Online, and the basics of using a SharePoint Site. Students will know how to use the out-of-the-box Feature in SharePoint Online

Technology:	SharePoint Online
Audience(s):	Power user
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 -13:00-16:30
Prerequisites:	Office 365 /SharePoint Online

Module
 Time: 9.00 – 10.30 <b>Module 1: An Introduction to SharePoint Online</b> Lessons <ul style="list-style-type: none"><li>▪ An Overview of SharePoint Online (The versions of SharePoint)</li><li>▪ SharePoint Product Plan you are using and its capabilities</li><li>▪ SharePoint site hierarchy</li><li>▪ Team Site Layout</li><li>▪ Navigation within a Team Site</li></ul>
 Time: 10.45-12.00 <b>Module 2: SharePoint Site Structure</b> Lessons <ul style="list-style-type: none"><li>▪ SharePoint Site Hierarchy</li><li>▪ SharePoint Site Permission</li><li>▪ SharePoint Site Layout</li><li>▪ Theme Selection</li><li>▪ Manage Site Setting</li></ul>
<b>Lunch Break</b>



Time: 13.00-14.30

### **Module 3: Understand Document and library Lessons**

- What is a document library?
- Uploading a document by drag & drop
- Uploading a document by windows explorer
- Document Version, Check-in, Check-out
- Creating a folder
- Editing a document
- Editing document properties
- Downloading a copy
- Deleting a document
- Recovering a document
- Document search

### **Mini Break**



Time: 14.45 – 16.00

### **Module 4: Understand List Lessons**

- What is SharePoint lists?
- Understand List Templates.
- Work with default lists in a Team Site.
- Create a new list from a List Template.
- Create a custom list.
- Add columns to a list.
- Control and validate input into list fields.
- Link data from separate lists.



Time: 16.00 – 16.30

### **Module 5: Basic Features Lessons**

- Sharing and permissions
- Searching in SharePoint Online